

THE WHITE HOUSE

WASHINGTON

December 4, 1976 *

MEMORANDUM FOR:

AGENCY, DEPARTMENT AND
COMMISSION TRANSITION OFFICERS

FROM:

JOHN O. MARSH, JR. *John Marsh*
Counsellor to the President

SUBJECT:

Designation of Additional
Transition Officers by the
Carter-Mondale Transition
Planning Group

This is to advise you that Jack Watson, Director of the Carter-Mondale Transition Planning Group, has authorized certain additional transition representatives on their behalf for whom he requests access from time to time. Please note the following are in the nature of at-large representatives who on occasion will be working with various Departments, Agencies and Commissions; however, you will note that groups 2 and 3 have a limited area of responsibility insofar as your Department, Agency or Commission may be concerned.

The new authorizations to discuss Transition matters with you are as follows:

1. Stu Eizenstat, Director of the Policy Development and Agency Liaison part of the Transition Group, and his supervisory staff, which consists of Curt Hessler, Bruce Kirschenbaum, Al Stern and David Rubenstein.
2. Frank Moore, the Transition Group's Director of Congressional Liaison, and his Deputy, Joe Mitchell. Authorization is given and access requested for these two individuals to meet with members of your Congressional Relations staff. If you do not have a formally designated staff function for Congressional Relations, then they would like to meet with those on your staff who have this as a part of their responsibility.

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3. Robert Lipschutz, Counsel to the Transition group and his Deputy, Doug Huron. This access is requested and authorization given for the purpose of their meeting with your General Counsel or the individual who performs this role in your Department, Agency or Commission.

EXECUTIVE SECRETARIAT **Routing Slip**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC		X		
4	DDS&T		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	D/DCI/NI		X		
9	GC	X			
10	LC	X			
11	IG				
12	Compt				
13	D/Pers.				
14	D/S	X			
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

Dick Lehman received the attached and asked that I distribute as appropriate.

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